Dear Olga,

We are experiencing an issue with one of our team members.

Bill has missed our meeting (09/19/2017), which was an important meeting because we had to work on D1 presentation. Also, Bill didn’t contribute anything to D1 pdf file.

We have met with Bill afterward (On 23/09/2017) and he has informed us that he had issues with his part time job and was not able to attend our meeting.

We gave him another chance and we have met with him two or three meeting.

On 09/26/2017 We agreed on completing rough copies of each members part on the date 10/07/2017.

But Bill has not attended today’s meeting and has not responded on our Facebook group.

We would like to get your advice on what we should do in the situation.

Best regards,

234Boys